ENGINEERING AND RELATED SERVICES
NOVEMBER 18, 2011

STATE PROJECT NO. H.009250
F.A.P. NO. H.009250
I-10: HIGHLAND TO LA 73
ROUTE I-10
EAST BATON ROUGE AND ASCENSION PARISHES

DBE GOAL = 10%

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Mr. Ryan Reviere, P.E.

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will provide engineering and related services to widen existing I-10 to the median side from a four lane freeway section to a six lane freeway section. The project will be designed using the F3 (Rural Freeway) design guidelines. The project begins approximately 0.25 mi. west of the Highland Road Interchange and ends approximately 0.5 mi. east of the LA 73 interchange, a distance of approximately 7.0 miles.

Alternate pavement designs, both rigid and flexible, will be included in the plans for the proposed travel lanes and inside shoulders. The existing travel lanes and outside shoulder will be rehabilitated; either cold planed and overlaid if asphalt, or full depth concrete panel replacement (as necessary) if PCCP.

SCOPE OF SERVICES

The scope of services will be to provide pre-construction services including 30% Preliminary Roadway and Bridge design plans to allow for the potential of a Design-Build project. **The selected Design Consultant for these services will be allowed to be part of the Design-Build Team selected in the future**.

If the Department decides not to pursue this project via the Design-Build methodology in lieu of a traditional Design-Bid-Build Project, then the contract may be supplemented to complete preliminary plans (Stage 3 Design, Part III Preliminary Plans) and final plans (Stage 3 Design, Part IV Final Plans). If required, Stage 5, Part I Construction Support will be initiated by a future supplemental agreement.

The services to be rendered for this Project shall consist of the following Stages and Parts:

Stage 3: Design

Part I: Surveying Services

(a) Topographic Survey

Part III: 30% Preliminary Plans

- Geotechnical Services
- Subsurface Utility Engineering (SUE)

I. SURVEY SERVICES

This project is located in East Baton Rouge and Ascension Parish along I-10 from Highland Road to La 73. The topographic survey will begin 0.25 miles west of the Highland Road interchange and will end 0.5 miles east of the La 73 interchange. The project has overpasses and underpass structures for crossing roadways and a bridge structure for a water crossing.

The topographic survey requires a DTM, from existing right of way to existing right of way, (the width of the existing I-10 corridor). The project alignment will be established using the existing alignment. In those areas of on and off ramps, the DTM will extend to the edge of the pavement of the on and off ramp. The overpasses, underpass and bridge site will require a survey to determine the following:

- Project station of centerline bent at every bent and angle of centerline bent to project geometric control if not 90 degrees
- Joint opening (dimension)
- Elevations of the 4 corners of each slab span, approach slabs and intersection of centerline of roadway and joint.
- Verify as-built bent dimensions height, width, depth
- Top of bent elevations at ends
- Channel Cross Section
    - At upstream and downstream face of each existing bridge.
    - Centerline between the two existing bridges.
    - Bent dimensions and locations, (height, width, depth).
    - 100 feet upstream and downstream from crossing.
- Identify official benchmark used for elevations for survey
- Pilings (size and location including overpasses)
- Columns (size and location including overpasses)
- The underpasses will require horizontal and vertical clearances from outside travel lane east bound to outside travel lane west bound of I-10.

The underground utilities will be located and marked by others. The consultant will be responsible for surveying the location of the marked utilities by others.

The horizontal and vertical control for this project will be established by DOTD at the beginning and end of this project. The consultant will use the established control, by DOTD, for this project's control. The consultant will be responsible for any additional control needed for this project. Any additional controls establish will require a control sketch to be submitted for approval by DOTD.

A drainage map will not be required for this project.

II. GEOTECHNICAL SERVICES

Project Description

The selected firm will perform geotechnical exploration services for the above captioned project, consisting of nine (9) deep soil borings, sixty-six (66) shallow roadway borings, sampling, and laboratory testing along the project alignment in East Baton Rouge and Ascension Parishes. The project alignment includes widening of three bridges: I-10 over Highland Road, I-10 over Bayou Manchac, and I-10 over LA-73. The following table indicates the number of borings estimated for each bridge.

Bridge	Type of Crossing	Number of Borings
Highland Road	Overpass	3
Bayou Manchac	Stream	3
LA-73	Overpass	3

The shallow borings will be made in the median spaced at approximately 500-ft intervals. The soils investigations, sampling and testing services to be provided shall include, but are not limited to:

Geotechnical Exploration and Investigations

The geotechnical investigations, sampling, and testing services to be provided shall include, but are not limited to:

- Field Reconnaissance (including rights of entry, utility locations, access, etc.);
- Mobilization/demobilization;
- Deep and Shallow Soil borings;
- CPT soundings (ASTM D5778);
- Water table elevations with duration of reading;
- GPS Latitude and Longitude of borings to within 10 ft (3 m) accuracy;
- Sealing boreholes in accordance to LA Water Well and DEQ Regulations;
- Standard Penetration Tests and Split-Barrel Sampling of Soils (AASHTO T 206);
- Unconfined Compressive Strength of Cohesive Soils (AASHTO T 208);
- Specific Gravity of Soils (AASHTO T 100);

- Laboratory Determination of Moisture Content of Soils (AASHTO T 265);
- Triaxial Compression Tests, Unconsolidated, Undrained (AASHTO T 296);
- Triaxial Compression Tests, Consolidated Drained 3-point (AASHTO T 297);
- Atterberg Limits (DOTD TR 428);
- Consolidation Tests with Rebound (AASHTO T 216);
- Organic Content (DOTD TR 413);
- Classification of Soils;
- Deep borings (ASTM D 2487 (USCS method));
- Shallow borings (ASTM D 3282(AASHTO method));
- Drafting of boring logs;
- Drafting of subgrade soil surveys; and
- Traffic Control.

Drilling and Sampling

The deep soil borings shall be made by the wet rotary drilling method. In each deep boring, undisturbed samples of cohesive or semi-cohesive material shall be obtained from each distinct soil stratum that is penetrated or 5 ft (1.5 m) interval, whichever is less, using a 3 in. (76 mm) diameter Shelby tube sampling barrel as per AASHTO D 207. When cohesionless soils are encountered at any depth, a split spoon sampler shall be used in conjunction with Standard Penetration Tests (SPT) at 3 foot (1 m) intervals. In the case of massive dense sands being encountered, the Project Manager may be contacted in order to relax the sampling interval, on a case-by-case basis. If requested by DOTD, continuous sampling of a boring will be obtained at 3 foot (1 m) intervals to a pre-determined depth. Boring samples shall be retained for a minimum period of 90 days.

Boring logs which show evidence of SPT's in cohesive soils or tube samples in cohesionless soils will not be accepted.

Shallow soil borings for subgrade soil surveys can be made utilizing either hollow-stem or continuous-flight augers. Any other method shall be approved by the DOTD Pavement & Geotechnical Services Administrator prior to it being implemented.

Transport of samples from the field to the laboratory shall conform to ASTM D4220, Group C. Samples may not be extruded at the worksite. Sample tubes shall be transported vertically in the same orientation as they were sampled, with care taken to avoid excessive temperature variation, vibration, or any other sample disturbance. They shall be extruded in the laboratory in accordance by means of a continuous pressure hydraulic ram. Extrusion by any other method, such as water pressure, is prohibited. Samples shall be extruded directly onto a sample trough, and shall not be caught with the hands.

Laboratory Testing

Soil mechanics laboratory testing shall be performed on at least 75 percent of all samples obtained from the borings. UU Triaxial compression and Atterberg limit testing shall be performed on at least 75 percent of the extruded cohesive samples.

If designated as required for the boring, consolidation tests shall be performed according to AASHTO T 216, and results shall be reported as graphs of "Void Ratio vs. Log of Pressure" and "Coefficient of Consolidation vs. Log of Pressure." Both plots may be shown on the same graph, if adequately labeled. Any sample from a clay layer that shows signs of being over consolidated must be subjected to a load/rebound/re-load cycle during the consolidation testing, as per AASHTO T 216. Any sample selected for consolidation testing shall also have the specific gravity determined according to AASHTO T 100, and the Atterberg Limits determined according to DOTD TR 428, and with supporting results reported. Laboratory classification of soils from deep borings shall be in accordance with ASTM D 2487. All other sampling and testing shall be performed in accordance with current AASHTO test procedures, unless otherwise noted.

Cone Penetrometer Testing

The CPT rigs shall be capable of providing up to 20 tons reaction. Pore pressure measurements, when requested by the Project Manager, shall be obtained using U2 location, unless otherwise specified. Dissipation tests shall be performed until at least 50 percent of the excess pore water pressure has been dissipated. All CPT probes and equipment utilized shall have been calibrated within the previous year or within a period specified by the project manager. The cost of performing the calibration shall be the consultant's responsibility. The final CPT sounding results shall conform to the input format of LTRC's CPT-Pile software.

Other Considerations

The natural ground in elevation at the location of each borehole shall be determined to within 6 in. (0.15 m). These elevations maybe determined utilizing elevations of existing structures for landmarks that may be shown on the plans supplied. If DOTD has established a temporary benchmark (TBM) at the site, it shall be used in lieu of elevations shown on the plans.

Unless otherwise stated, it will be the responsibility of the Consultant to obtain consent from the respective landowners in order to enter onto private property. The process for contacting landowners and documentation for Consultant Entry will be discussed at the Consultant Kickoff meeting with DOTD personnel. In the case that consent is not granted, the Consultant shall contact the project manager to execute a Forced Entry, as per Louisiana Revised Statute 48:217. Forced entry access will be granted via written notice from the project manager.

Deliverables

Unless specified by the Project Manager, it will be the responsibility of the Consultant to obtain 3 or 4 mil polyester double matte film for use in reporting the geotechnical exploration results. The DOTD Pavement & Geotechnical Services Section will provide one sheet to the Consultant for use as an example of each format. The lettering used on the profiles shall be of such size and clarity that the legibility of data can be maintained when reduced to fifty (50) percent of its original size. Soil profiles shall be grouped on the plan sheets according to the Construction Project Number(s). In addition to the paper submittal, electronic logs that can be imported into the gINT software for the electronic

storage of the soil boring and CPT logs shall be submitted. All project deliverables shall become the property of DOTD upon successful completion of the above captioned project.

All reported test results, including each profile sheet, shall be sealed and manually signed and dated by the Professional Engineer in responsible charge of testing. The DOTD Pavement and Geotechnical Services Section will review the completed boring logs for completeness and accuracy prior to their final submittal.

Geotechnical Engineering Analysis and Design

All geotechnical engineering will be performed in accordance with present design requirements and standard engineering practice. These services are to include but are not limited to:

- Slope stability (embankment & excavation);
- Embankment settlement;
- Bridge foundations;
- Piles;
- Drilled shafts;
- Other foundations;
- Pile-supported approach slab design data;
- Bridge foundation static and dynamic load test program;
- Earth retaining structures; and
- Geotechnical analysis & design recommendations report.

Please refer to **Attachment "A"** for specific details for the above engineering services.

III. BRIDGE DESIGN SERVICES

Interstate I-10 from Highland Road to LA 73 will be widened to the median side from four existing lanes to six lanes. The four bridge sites in this segment are:

- I-10 Over LA 42 Highland Road (Two overpass structures on I-10, Structure No. 450102241 and 4501012242)
- I-10 Over Bayou Manchac (Two stream crossing structures on I-10, Structure No. 4501100001 and 4501100002)
- I-10 Under LA 928 (One overpass structure on LA 928, Structure No. 8030705441)
- I-10 Over LA 73 (Two overpass structures on I-10, Structure No. 4501104601 and 4501104602)

The scope of work consists of preparing a comprehensive bridge evaluation report for all overpasses and stream crossings on I-10, and providing recommendations to DOTD as to whether each structure should be widened or replaced. The overpass structure on LA 928 shall be evaluated for the widening of I-10 and all required rehabilitation work must be

identified. DOTD will review the evaluation report and recommendations, and make the final decision. 30% preliminary bridge plans will then be prepared in accordance with the decisions made.

Design Criteria
The design criteria are:

- Provide safe and aesthetically pleasant structures for the traveling public.
- Provide the functionality, durability, corrosion protection, ease of inspection and maintenance.
- The finished cross section on the bridge is planned to include 3-12' travel lanes, 12' inside shoulder, and 12' outside shoulder if the existing bridge is to be replaced or 10' outside shoulder if the existing bridge is to be widened.
- New Structure including any widening shall be designed in accordance with the latest AASHTO LRFD Bridge Design Specifications, LADOTD Bridge Design Manuals and Bridge Design Technical Memoranda.
- Existing structures to remain in service shall be rehabilitated to address all safety and serviceability issues.
- All structures shall have minimum vertical clearance of 16'-6". For the existing structures not meeting this requirement, remediation options must be investigated and presented.
- All columns shall be protected in accordance with AASHTO LRFD Bridge Design Specifications.
- All existing bridge railings shall be replaced with the new F-shape railing and meet TL-4 test level.
- All guardrails shall meet the current bridge standards.
- If the existing bridge is to be widened, the cross slope of the bridge deck shall match the slope on the existing bridge. If the existing bridge is to be replaced by a new structure, 2.5% cross slope shall be provided.
- The existing deck shall be evaluated for its structural condition and its friction rating. If the deck is coming apart, it should be determined if a demolition and latex overlay is appropriate or a complete deck replacement is needed. If friction is the only issue, then a thin bonded epoxy overlay may be the answer. Overlay is required for decks with friction number less than 30 for tread tires or 20 for blank tires. The friction number will be provided by DOTD.
- Lighting system under the existing bridge shall be replaced. The lighting design shall be integrated in the bridge design process. The conduits shall not be exposed to vandalism.
- No future widening on LA 928 is planned.

Tasks
Task 1: Review as-built plans including all rehabilitation work have done to the structures, inspection reports, rating reports, accident records, maintenance records, and any other information pertaining to the structures.

Task 2: Conduct an in-depth field investigation of the existing conditions of the structures and have a clear understanding of the structure health and its serviceability. The investigation shall include all bridge elements including, but not limited to, deck, slab, railing, guardrail, girder/diaphragm, approach slab, joint, bearing, abutment, bent, pile, column, column protection, revetment, connection, and all other miscellaneous items at the bridge site that may affect the widening, such as the bridge drainage system, lighting, utilities, etc.

Task 3: Provide LRFR bridge ratings including inventory and operating rating for HL-93 and inventory rating for LADV-11. The bridge rating shall be performed in accordance with the latest edition of the AASHTO Manual for Bridge Evaluation, LADOTD Policies and Guidelines for Bridge Rating and Evaluation, and Bridge Design Technical Memoranda. The bridge rating report shall also be prepared in accordance with the aforementioned publications for each structure.

Task 4: Prepare bridge evaluation report for all structures. The report shall include, but not limited to, the information as follows:

- Assessment of the conditions of each existing bridge structure, including all supporting documents, such as photos, as-built plans, inspection notes, etc.
- Recommendations as to whether each structure should be widened or replaced. If the structure is recommended for replacement, detailed justifications must be provided. Likewise, if the existing structure is recommended for widening, a comprehensive scope of rehabilitation work must be included.
- Identification of all required rehabilitation work for the overpass structure on LA 928 to allow for widening of I-10.
- Summary of the bridge rating results from task 3.

The bridge evaluation report shall be stamped by an Engineer of Record who possesses professional engineering license in Civil Engineering in the state of Louisiana. The report shall be submitted to DOTD for review. DOTD will make the final decision on whether to replace or widen each existing bridge structure.

Task 5: Prepare 30% preliminary bridge plans in accordance with the final decisions made by DOTD. The plans shall include, but not limited to, the following information:

- General Notes
- General Bridge Plans
- Typical Bridge Cross Sections
- Scope of rehabilitation work for the existing bridges to be widened

For the LA 928 overpass structure, only the scope of rehabilitation work is required.

IV. ROAD DESIGN SERVICES

The roadway scope of work will include all engineering services necessary to complete the 30% submittal for Stage 3 Design, Part III Preliminary Plans to be used for a Design-

Build Project.

Work Elements

- Stage 3 Design
  Part III: Preliminary Plans

The consultant shall provide 30% preliminary roadway plans for the project including, but not limited to, the following:

- Title Sheet
- Typical Section and Details
- Reference Points and Bench Mark Elevations
- 1"=50' Plan/Prof sheets (containing horizontal and vertical alignment)
- Construction Cost Estimate

1. The Consultant's assistance with permit application drawings, if required, will be established by a fully executed Supplemental Agreement or Extra Work letter.

2. **Electronic files will be in MicroStation and Inroads formats and certified by CADconform.**

V. SUBSURFACE UTILITY ENGINEERING (SUE) SERVICES:

A branch of engineering practice that involves managing certain risks associated with utility mapping at appropriate quality levels, utility coordination, utility relocation design and coordination, utility condition assessment, communication of utility data to concerned parties, utility relocation cost estimates, implementation of utility accommodation policies, and utility design.

The scope for this project includes Subsurface Utility Engineering (SUE) services for obtaining Utility Quality Level C services throughout the project limits and Utility Quality Level A services at the two interchange locations (I-10 & Highland Rd. and I-10 & LA 73).

The required services also includes Utility Coordination to confirm that the Road and Bridge Design and the Utility Relocation efforts are conducted in accordance to the Department's standards, policies, procedures, and design criteria. The Utility Coordinator shall be responsible for assisting the Engineer of Record in identifying all existing utilities and coordinating any new installations, scheduling utility meetings, keeping and distribution of minutes of all utility meetings, and ensuring expedient follow-up on all unresolved issues, distributing all plans, conflict matrixes, and changes to affected utility owners and making sure this information is properly coordinated. The Utility Coordinator will review all proposed utility work to identify any potential conflicts during design, and will assist and recommend design alternatives to minimize utility impacts. As required, any utility relocation design is also included in this scope.

Utility Quality Level A: Indicates the precise horizontal and vertical location of utilities obtained by the actual exposure (or verification of previously exposed and surveyed utilities) and subsequent measurement of subsurface utilities, usually at a specific point.

Utility Quality Level C: Indicates information obtained by flagging underground utilities and plotting visible above-ground utility features for the Survey Team to include and reference into the DTM. This is accomplished by using professional judgment in correlating such information with the previously obtained Quality Level D information.

Utility Quality Level D: Indicates utility information derived from existing records and oral recollections.

ELECTRONIC DELIVERABLES

The Consultant hereby agrees to produce electronic deliverables in conformance with "DOTD Software and Deliverable Standards for Electronic Plans" as outlined at http://www.dotd.louisiana.gov/highways/project_devel/design/electronic_standards_disclaimer.asp. The Consultant shall download and apply the latest CAD standards. The Consultant hereby agrees to install incremental updates to software and CAD standards as instructed by the Project Manager. Such updates will not have a significant impact on the development time or delivery date for project plans, or require the Consultant to purchase additional software. Prior to proceeding with plan development, the Consultant shall contact the Project Manager for any special instructions regarding updates to standards or project-specific requirements if this information has not already been provided.

In the event that any electronic standard conflicts with written documentation, including DOTD plan-development manuals, the electronic standard typically governs. The Consultant is responsible for contacting the Project Manager should questions arise.

Plan deliveries shall be made on CD or DVD media and labeled with media-compatible indelible ink on separate lines as follows:

State Project Number
"Final Plans Submittal", "60% F-Plan Submittal" (or other milestone)
"Electronic Deliverables"
Consultant Firm Name

The CD/DVD shall be delivered with a signed cover letter that includes, among the formalities, a deliverable "hash" code that is documented in a report generated by the ControlCAD Indexer Submittal tool. The hash code is used to verify that the CD is authentic. At any stage of the plan development process, the Project Manager may require plan delivery by other methods including, but not limited to, upload to the DOTD ProjectWise repository.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

SERVICES TO BE PERFORMED AND ITEMS TO BE PROVIDED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

a. Pavement Design
b. Traffic Data
c. Hydraulic Analysis
d. Scour Analysis
e. Most recent bridge inspection reports
f. Existing bridge rating report or rating summary sheet
g. Friction number for the bridge decks (will be collected by LTRC)
h. Access to Standard Plans (if applicable)
i. Access to As-built plans (if available) – the consultant will be responsible for obtaining the As-built plans

ADDITIONAL SERVICES

The scope of services, compensation and contract time for future engineering services will be established by Supplemental Agreement(s) for the following:

Stage3: Design
- Part III: 100% Preliminary Plans
- Part IV: Final Plans

Stage 5: Construction Engineering Service
- Part I: Construction Support
- Part II: Shop Drawings

Traffic Management Plan

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The contract time herein described shall not exceed **420 calendar days**. If the project is bid as a traditional Design-Bid-Build project, the contract time shall not exceed **720 calendar days**. The delivery schedule for all project deliverables shall be negotiated and approved by the Project Manager.

COMPENSATION

Compensation to the Consultant for services rendered in connection with this Contract will be a non-negotiated lump sum in the amount of **$554,000**. A negotiated lump sum will be utilized for the SUE Services portion of this contract. If the project is bid as a traditional Design-Bid-Build project, the overall contract amount shall not exceed **$1,455,000**.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual on Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Strategic Highway Safety Plan

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal of the Prime-Consultant shall be a Professional Engineer registered in the State of Louisiana.
2. At least one Principal or a responsible member of the Prime-Consultant must be registered in the State of Louisiana as a Professional Civil Engineer with at least five (5) years experience in traffic design management.
3. The Prime-Consultant must also employ on a full time basis, a minimum of two Professional Civil Engineers registered in the State of Louisiana, one with at least five (5) years experience in roadway design, and one with at least five (5) years experience in bridge design, and a corresponding support staff.
4. In addition to the above requirements, the Prime Consultant must also employ on a full-time basis or through the use of a Sub-Consultant, a minimum of one Registered Professional Civil Engineer in the State of Louisiana with five (5) years of Geotechnical experience.
5. In addition to the above requirements, the Prime Consultant must also employ on a full time basis or through the use of a Sub-Consultant, a minimum of one Professional Land Surveyor registered in the State of Louisiana, with at least five (5) years in conducting topographic and property surveys, and preparing right-of-way maps for DOTD, and a corresponding support staff. The knowledge of 3D scan survey technology is preferred.
6. The Prime Consultant must employ on a full time basis or through use of a Sub-Consultant, a minimum of one Professional Civil Engineer registered in the State of Louisiana, with at least 5 years experience managing Subsurface Utility Engineering (SUE) services in support of roadway design on transportation projects and corresponding support staff.

Certifications of Compliance must be submitted with and made part of the Consultants Standard Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; ******
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;

****** The Road Design Rural (RR) (80%) and Bridge Design Moderate (BB) (20%) performance ratings will be used for this project.

Complexity Level (**moderate**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used the Prime Consultant must perform a minimum of 51% of the work for the overall project. Each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Ryan Reviere – Project Manager
3. Jenny Fu
4. Jason Lacombe
5. Mike Lafleur
6. Robert Degeyter

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;

C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of $1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

DBE/WBE – The selected Consultant/Team will have a DBE/WBE goal of 10% of the contract fee. DBE/WBE participation will be limited to the firms listed on the LA DOTD approved certification list at time of submittal.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped "original"**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with **State Project No. H.009250,** and will be submitted **prior to 3:00 p.m. CST** on **Tuesday, December 13 ~~6~~, 2011**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.